

eliminating racism

empowering women

ywca job description

YWCA of Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
F: 269-345-8230
hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Last Revised On: June, 2010

POSITION: **Lead Teacher – Infant & Toddler**

JOB CODE: LTIT

FUNCTION: Oversee the planning, implementation and evaluation of the classroom program and child assessment. Be responsible for supervision of care giving staff for a specific group and for overall care and supervision of children.

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Bachelor's Degree or higher in Early Childhood Education or related field
Infant/Toddler Lead Teachers must also have 3 credits (4.5 CEU's) in infant/toddler development and care practices.
3. One year*experience working with young children within a licensed or registered childcare facility and satisfactory references to that effect. *Associates degree requires 480 hours experience; CDA requires 960 hours experience.
4. Ability to meet requirements of Bureau of Regulatory Services licensing.
5. Current CPR, first aid, and blood-borne pathogen certification or completion within 90 days of hire date.
6. Satisfactory response to a criminal and child abuse and neglect (DHS) background check.
7. Demonstrated ability to work with people of diverse backgrounds.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

PHYSICAL REQUIREMENTS:

1. A signed physicians statement indicating the physical and mental capability of the staff member to perform the duties required, according to Bureau of Regulatory Services licensing guidelines.
2. Proof of freedom from communicable tuberculosis according to Bureau of Regulatory Services licensing requirements.
3. Must be able to safely lift 60 pounds.

RESPONSIBILITIES:

1. Plan, organize and implement age appropriate daily routine including learning activities/experiences for children within the approved curriculum with individual children and small and large groups.
2. Communicate daily (in writing and/or verbally) with parents and/or guardians, sharing progress reports, Center activities, daily routine, behavior, etc.
3. Assist children in all daily living activities including, but not limited to: toileting, personal hygiene, dressing and eating.
4. Supervise children's activities and direct the work of the Assistant Teachers and Child Care Providers to ensure safety, promote socialization and enjoyment of children attending the facility.

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5. Work cooperatively with the Program Director, Program Supervisor and Assistant Teacher to resolve any programmatic or customer concerns including but not limited to communication, services delivery, quality, curriculum, personnel, etc.
6. Support Assistant Teachers and Child Care Providers to use time effectively in assisting with activity preparation, room cleanliness, etc.
7. Maintain required staffing ratios at all times.
8. Participate in mealtime activities with the children to encourage good eating habits, good table manners, conversation and clean up.
9. Accompany and supervise children on field trips.
10. Monitor health status of children for illness or areas of concern.
11. Maintain program participant records, collect statistics and submit reports as required.
12. Observe all YW-CC and YWCA policies and procedures.
13. Comply with applicable local, state and federal licensing requirements/certification and/or regulations.
14. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
15. Safeguard confidential information gained as a result of the position.
16. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
17. Work cooperatively with program participants, YWCA staff and volunteers.
18. Perform other duties as assigned.

TRAINING REQUIREMENTS:

1. Familiarization with the YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Appropriate training and in-service that will occur during employment.
3. Infant/Toddler Lead Teachers must also have Sudden Infant Death Syndrome and Shaken Baby Syndrome training.

HOURS OF WORK: Full-time; flexible as a response to Association needs. Generally scheduled Monday - Friday between the hours of 6:30am - 6:00pm. Other hours as scheduled.

STARTING WAGE RANGE: \$13.45

FLSA STATUS: Non-Exempt

DEPARTMENT: YW-CC

SUPERVISED BY: YW-CC Program Director